



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 8-2010

Department	<b>Planning &amp; Development (DPD)</b>	Number of Positions	<u>1</u>	Wage	<u>\$18.21</u>
Job Title	<u>Planning Intern (Green Building Intern) - Workstudy</u>	Location	<u>Seattle Municipal Tower 19<sup>th</sup> Floor, 700 5<sup>th</sup> Ave</u>		
Start Date	<u>4/1/10</u>	End Date	<u>12/2010</u>	Work Scheduled Between	<u>8:00 am</u> <u>5:00 pm</u>
Minimum	<u>10</u>	Hours/Week	and Maximum	<u>19</u>	Hours/Week Summer Schedule <u>24-40</u> Hours/Week
Special Work Scheduling Requirements <u>20-40 hours/week during summer if not taking courses. 19 hours maximum when classes are in session (hours flexible to accommodate coursework).</u>					

**SUMMARY OF WORK TO BE PERFORMED:** Position with City Green Building, a DPD program that promotes sustainable buildings and neighborhoods in Seattle through policy, technical assistance, education and research. Work will include assisting in the development of resource materials, outreach to community groups, event research and participation. Assist Sustainability Coordinator with communication to general public, web site updates and development of graphic informational materials. Provide general program support as needed.

### DUTIES STATEMENT:

% of time 50	1) Assist with development and distribution of resource materials
30	2) Editing & graphic design
20	3) Program support including event outreach and coordination

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Experience educating stakeholders about current green building programs.  
Work with multi-disciplinary team in support of green building initiatives, application and awareness.  
Build awareness of public agency processes and issues.  
Further develop writing and analytical skills  
Develop understanding of green building rating systems.

**MINIMUM QUALIFICATIONS:** Undergraduate or graduate student in Architecture, Urban Planning, Geography, Building Science, Engineering, Communications, Graphic Design, or related field. Background and/or coursework in environmental technology and sustainability. Strong organizational, analytical and writing and graphic design skills. Ability to work both independently and collaboratively. Must have work study funding through your financial aid package (proof required). Interest in continuing position into summer quarter (contingent on receiving summer work study funding).

### DESIRED QUALIFICATIONS:

Experience with Built Green and LEED rating systems.  
Experience editing and crafting public information materials.  
Experience organizing and executing public events.  
Proficiency with spreadsheet and graphics software.

**DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:** As needed, training with Oracle and Trumba.

### EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Intern will serve as a member of the City Green Building team and will report directly to the Sustainability Coordinator.

### Application Instructions:

Send the following:

1. A cover letter and resume that speaks to how you meet the qualifications and why you are interested in the position (in your resume please include your expected date of graduation).
2. Your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) and must not be older than 30 days.

Send it to: Andrea Lowe at [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. \*\*Include the position title, job # (8-2010), and your e-mail address.

**Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.**

**Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form. We only hire students with WA State work study funding.**